Form 94

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This form is to be placed in the Daily Register of Attendance.

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ONTARIO DEPARTMENT OF EDUCATION

Memorandum

SCHOOL YEAR AND HOLIDAYS 1967-68

PROVISIONS OF THE SCHOOLS ADMINISTRATION ACT

SCHOOL TERMS

The school year for elementary and secondary schools consists of three terms.

The first or fall term commences on the day following Labour Day and ends on the 22nd day of December, but, when the 22nd day of December is a Monday, the first term ends on the preceding Friday.

The second or winter term commences on the 3rd day of January and ends on the Friday preceding the 21st day of March, but, when the 3rd day of January is a Friday, the second term commences on the following Monday.

The third or spring term commences on the second Monday following the end of the second term and ends on the 30th day of June, but, when the 30th day of June is a Monday or Tuesday, the third term ends on the preceding Friday.

FIRST OR FALL TERM begins September 5, 1967, and ends December 22, 1967.

SECOND OR WINTER TERM begins January 3, 1968, and ends March 15, 1968.

THIRD OR SPRING TERM begins March 25, 1968, and ends June 28, 1968.

HOLIDAYS

The following are the school holidays during the school year 1967–68:

(1) Every Saturday and Sunday.
(2) Thanksgiving Day – October 9.
(3) Remembrance Day – November 11 (Saturday)
(4) Christmas Holidays – December 23 – January 2 inclusive.
(5) Winter Holidays – March 16 – March 24 inclusive
(6) Good Friday – April 12.
(7) Easter Monday – April 15.
(8) Victoria Day and celebration of the Queen's Birthday – May 20.

NUMBER OF TEACHING DAYS

FALL TERM		WINTER TERM		SPRING TERM	
September, 1967	19	January, 1968	21	March, 1968	5
October, 1967	21	February, 1968	21	April, 1968	20
November, 1967	22	March, 1968	11	May, 1968	22
December, 1967	16			June, 1968	20
	78		53		67

Number of teaching days for the school year 1967–68 198

Number of teaching days for the calendar year 1967 199

Toronto, May 1967

J. R. McCARTHY
Deputy Minister of Education

(See also Notice to Principals on the other side of this sheet)

ONTARIO DEPARTMENT OF EDUCATION

NOTICE TO PRINCIPALS

In order that boards may receive the grants to which they are entitled teachers are asked to comply with the following instructions.

Number of Legal School Days

The number of legal school days as given in this memorandum (see opposite side of page) shall be reduced only when (a) the school or classroom is closed under provisions of The Public Health Act, (b) the school is closed on a day legally-proclaimed a municipal holiday, and (c) the school is closed for a half-day, or day, because the teacher is attending a legally-convened teachers' meeting.

Absence of Pupils

(1) By authority of the Department of Education Act, Revised Statutes of Ontario, 1960, Chapter 94, Section 5, the Minister may add to the actual aggregate attendance of a school, in calculating legislative grants, the number of days attendance lost by pupils,

(a) who left school to enlist in Her Majesty's Forces or to become employed in the production of food or other essential war materials, and whose absence from school was in accordance with the regulations (there are no applicable regulations at the present time); or

(b) who were absent from school on days regarded as holy days by the church or religious denomination to which they belong (the principal is responsible for ensuring that absence is for this reason);

(c) who were absent from school because of,
(i) a failure of transportation arrangements caused by inclement weather, or
(ii) the closing of one or more classrooms caused by inclement weather, fire, flood, breakdown of the school heating plant, or a similar emergency,
which, in the opinion of the Minister, was unavoidable (Application giving the name of the board, the name of the school, the dates of closing, the number of pupils on the roll, and the reason for the closing must be made to the inspector in each case); or

(d) who were absent from school when their regular classroom work was discontinued because of the holding of examinations which they were not required to write; or

(e) who, under the terms of an arrangement approved by the Minister, were absent from a secondary school because of their early enrolment at a university or polytechnical institute in Ontario.

If a pupil's absence is acceptable for additional days or half-days for grant purposes, the teacher shall write "G" opposite the name of the pupil concerned, for all such days or half-days.

(2) In all other cases of pupil-absences from school the teacher shall write opposite the name of each pupil the letter "A" for the days or half days.

Summary of Attendance

If, in a month of 21 teaching days a pupil was present 15 days, absent 2 days because of a cold, 3 days because of quarantine, and 1 day because of a holy day,

The number of days present is	15
the number of days absent is	5
the additional number of days for grant purposes is	1
Total	21

NOTE:–

(1) Attendance efficiency, expressed as a percentage, is 100 times the quotient obtained by dividing the number of days present by the sum of the number of days present and the number of days absent. The additional number of days for grant purposes is not to be used in this calculation.

(2) Average daily attendance is the quotient obtained by dividing the sum of the number of days present and additional number of days for grant purposes by the legal number of school days.

(3) A separate memorandum regarding closing of schools for final examinations in June will be sent to the principals concerned early in 1968.

(4) The following definitions apply to school enrolment.

(a) Admission refers to a pupil whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement.

(b) Transfer refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is later enrolled in any one of the following types of Ontario schools – public, separate or secondary.

(c) Retirement refers to a pupil who withdraws or is withdrawn from a public, separate, or secondary school in Ontario and is not enrolled in any one of the following types of Ontario schools – public, separate or secondary.

Toronto, May 1967

J. R. McCARTHY,
Deputy Minister of Education.